



## **TRINITY PRESCHOOL & PMO HANDBOOK**

**2025-2026**

### **PURPOSE**

With a rich history dating back to 1947, Trinity Preschool and Parents' Morning Out stands as one of the esteemed and long-standing preschools in the Richmond area. Trinity Preschool & PMO is a comprehensive weekday program for children between the ages of 1 and 5 years old. It is a developmental program offered in a loving and nurturing environment to help children grow mentally, physically, emotionally, socially, and spiritually. Trinity Preschool/PMO is an outreach ministry of Trinity United Methodist Church and admits students of any race, color, and national or ethnic origin.

### **PHILOSOPHY**

At Trinity Preschool and Parents' Morning Out, we believe children learn and grow through play. As a play-based program, we are focused on the child's natural curiosity, creativity, and desire to learn. We offer a variety of activities, such as exploring nature, music, movement, cooking, art, and age-appropriate instruction so that each child can reach his or her potential.

In a world that is moving faster each day, our children can slow down and grow at their own pace. We teach practical life skills and encourage independence. Trinity Preschool/PMO strives to foster an environment where each child can experience love, confidence, and success. We want our children to have a strong foundation so they will always have a lifelong love for learning.

## **CHILDREN'S HEALTH CARE**

- The Commonwealth of Virginia School Entrance Health Form and updated immunizations must be completed and submitted to the school annually.
- If your child contracts a contagious disease, please notify the school immediately.
- COVID-19: Trinity Preschool and PMO is committed to the safety of our children and families in our immediate community. We strictly follow guidelines set forth by the Virginia Department of Health (VDH) and the Centers for Disease Control (CDC) regarding COVID-19, including best practices. Children in our program could be asked to test, mask, and/or stay home from school in case of exposure(s), symptoms, or positive test results, depending on the virus status and recommendations set forth by the VDH and CDC.
- Staff members shall observe each child daily for signs and symptoms of illness. Should a child show any symptoms of illness, communicable disease, or body infestations, the office staff shall plan for the parent or designated emergency person to pick up the child as soon as possible. Such children shall remain in the preschool office until they leave the school.
- When children are exposed to a communicable disease at school, the teacher or the office shall notify the parents as soon as possible. When possible, parents will be referred to [www.cdc.gov](http://www.cdc.gov) for the most up-to-date information on illnesses and prevention.
- Our school will take consistent precautions to prevent the spread of illness.
- If your child has a confirmed case of head lice, please contact the school. The school will then alert parents. We ask that children with confirmed cases of head lice remain at home for 24 hours after treatment.

### **We ask parents to keep children at home if any of the following are present:**

- Fever of 100 degrees orally (child must be free from fever for 24 hours without use of medication before returning to school). During Flu season or COVID-19 virus cases increase, this may be extended to 48 hours.
- Severe or persistent coughing (croupy, congested).
- Constant runny nose with discolored nasal discharge.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye- tears, redness of eyelid lining, followed by swelling and discharge.

- Unusual spots or rashes.
- Sore throat or trouble swallowing.
- Infected skin patches.
- Persistent loose stools.
- Vomiting (child must be **free from vomiting for 24 hours before returning to school**)
- Children who attend school shall be considered able to go to the playground. The school staff shall not provide indoor care for a child while the class goes to the playground.

## **MEDICATION**

You must complete the MAT Medication Consent Form if your child requires medication at school. This form must be signed by a doctor. If your child requires more than one medication, a separate form must also be completed and signed for each medication. Your child's medication will be securely stored at the school.

**Please contact the preschool director before the start of school to discuss your child's health concerns and any required medication. The Medication Consent Form (MAT Form) is found under Brightwheel's "Forms and Requests" tab. Please allow ample time for your doctor to complete and sign the MAT Consent form, as your child may not be able to attend school without it.**

If your child has an Epi-Pen or Auvi-Q, the Food Allergy & Anaphylaxis Emergency Care Plan Form must also be completed (no doctor signature required).

## **SECURITY/LATE ARRIVALS & EARLY DISMISSALS**

The building's doors are locked. To enter, you must use the intercom system by the Preschool Office or Main Church Office door.

If your child's pick-up method changes, please send a note with your child that morning, Brightwheel message Administration and Teacher, email, or call the Preschool office at 288-6058 or preschool@trinityumc.net.

Late arrivals and early dismissals should be communicated to the Director and classroom teacher via Brightwheel messaging, email, or phone. Please pick up or drop off your child at the Preschool Office door for late arrival or early dismissal. Please use the intercom-buzzer system to access the building through the Preschool Office door.

## **STAFF**

Our staff is certified annually by a practicing physician, physician's assistant, or licensed nurse practitioner to be free from any disability that would prevent them from caring for children under their supervision. All of our staff are trained in CPR and first aid. MAT-trained staff members are on site at all times.

## **TEACHER: CHILD RATIO**

- Turtles (1-2 year old)      One staff member to four children
- Rabbits (2-3 year old)      One staff member to seven children
- Preschool (3-6 year old)      One staff member to ten children

## **CLOTHING**

Please label everything that will be taken off at school. Clothing should be labeled in a way that allows your child to recognize it. We try to go outside to the playground daily, so please be sure your child is adequately dressed for the weather. Please do not send your child to school in clothes that cannot get dirty.

## **POTTY TRAINING**

PMO (1-2-year-old) – We do not expect children in our PMO program to be potty trained. We ask that parents provide disposable diapers in their child's backpack daily. If a parent wants to begin potty training their PMO-aged child, we are happy to work with the parent, but we cannot accommodate potty chairs from home. Toddlers who are potty training must wear underwear or training pants during school.

Preschool (3-5-year-old) - We expect children in our preschool program to be trained, but we understand that accidents may occur. It is essential that parents send a change of clothes with their child daily.

Lunch Bunch (3-5-year-old)- Children in our after-school Lunch Bunch program **MUST** be fully trained.

## **SNACKS**

We are a **NUT/PEANUT-FREE** school. The school provides snacks for all one and two-year-old children. If your child has an allergy, please check with your child's teacher to ensure they can eat the provided snacks. All preschool-aged children (3-5 years old) bring their snack to school. Each child should bring a healthy snack, clearly labeled with their name, preferably in an enclosed, reusable container.

## **CLASS PARTIES**

Each preschool class celebrates four holiday parties during the year: Halloween, Christmas, Valentine's Day, and Easter. Parents may sign up to help with their child's party by bringing in a **NUT /PEANUT-FREE** snack, goodie bag, and paper products for their child's class parties. Sign-up sheets are available in the classroom on Meet the Teacher Day.

*Birthday Parties:* During the year, the class celebrates each child's birthday. Parents may send in a birthday treat after getting approval from the classroom teacher. Summer birthdays may be celebrated with a "pretend" birthday during the school year. Birthday party invitations will only be distributed to classmates in school if the entire class is invited.

## **FIELD TRIPS**

The school provides in-house field trips for our preschool-aged children. We are planning for Nature Club, Cooking Class, STEAM Class, Stretch-n-Grow (Jan./Feb), and Teddy Bear Clinic (4/5 year olds). We also look forward to our Spring Field Trip at the end of the year. The Spring Field trip is off-campus. Parents are encouraged to drive their children and attend the Spring Field Trip with the school.

## **DISCIPLINE**

Positive methods such as redirection and active listening are used if discipline is needed. The teacher will notify the parents if a child has a behavior problem at school.

## **INCLEMENT WEATHER**

- Closings for inclement weather typically follow those of Henrico Public Schools.
- Closings, delayed openings, and early closings will be sent out as an alert on Brightwheel, posted on the Preschool Facebook page, and/or sent via email.  
([www.facebook.com/trinitypreschoolrichmond](http://www.facebook.com/trinitypreschoolrichmond))
- Days missed due to inclement weather will not be made up or refunded.
- If HCPS is closed, Trinity Preschool will also be closed.
- If HCPS is on a 1-2-hour delay, Trinity Preschool will be open at 10:00.
- If HCPS schools close early due to inclement weather, parents will receive an alert on Brightwheel, asking them to pick up their children as soon as possible.
- Trinity Preschool and PMO reserve the right to adjust our decision regarding school closures, delayed openings, or early closings.

## **WITHDRAWAL**

You are responsible for the whole year's tuition. If it becomes necessary to withdraw your child during the school year, please provide thirty days' written notice to the Director. Release from the contract is provided at the discretion of the school's administration only. Trinity Preschool reserves the right to withdraw your child from our enrollment if tuition is unpaid for two consecutive months. Please contact the school if you have any issues with making payments.

## **CONTRACT CHANGES**

Any changes to the contract, such as changing your child from a 3-day program to a 5-day program, changing your payment schedule (i.e., semester to monthly), or adding or dropping Lunch Bunch Days, must be done in writing, approved by the Director, and a new contract must be signed.

## **TUITION**

Trinity Preschool currently offers three ways to pay tuition;

1. In full
2. In 2 installments
3. In 10 installments

Concerning inclement weather, Trinity Preschool's current policy of no tuition refunds will remain in effect.

## **FACILITIES**

Trinity Preschool and PMO is a religious institution that is exempt from licensure.

Trinity Preschool operates in the education wing of Trinity United Methodist Church. A map and square footage of the rooms are available upon request.

The Emergency Management Plan is available upon request.

The playground is designed for children aged 1- 6. It is divided into two areas: a smaller section for children aged 1-2 and a larger section for children aged 2-6.

The playground goes through an annual maintenance inspection. Playground-certified mulch is used.

## **PRESCHOOL DROP-OFF & PICK-UP PROCEDURES (3-5 year olds)**

### **Morning Drop-Off**

1. Parents will drive up to the brick area in front of the Welcome Center.
2. The child will proceed to their classroom, where the teacher will greet the child and conduct a daily health check to ensure the child feels well.

### **Afternoon Pick-Up**

1. Parents will enter the parking lot from Rock Creek and drive up to the Trinity staff member who will be standing in the parking lot.
2. The laminated carpool name card should be hung from the rear-view mirror. \*If you are walking or strolling, please enter the building (enter through the Welcome Center) to retrieve your child from their classroom.
3. A Trinity Staff member will radio the child's name to the carpool staff and teachers.
4. Parents in the carpool line need to allow a break in line for PMO parents to enter and exit the parking lot.
5. Parents will drive up to the brick area in front of the Welcome Center.
6. The child will be sent out to the parent's car, where the parent will buckle them in.

## **PMO DROP-OFF & PICK-UP PROCEDURES (1-2 year olds)**

### **Morning Drop-Off**

1. Parents will walk their child into the building through the Welcome Center doors. A sign-in table will be set up, where a Trinity Staff member will greet the children and assist parents in checking their children in.
2. The parent will continue to walk the child to their classroom.
3. The teacher will greet each child at the classroom door and conduct a daily health check to ensure the child is feeling well. It is preferred that the parents give a quick kiss and hug goodbye at the door and exit quickly. This makes for a happier transition.
4. Parents will EXIT the stairwell doors that lead to the parking lot.

### **Afternoon Pick-Up**

1. Parents will enter the building through the Welcome Center doors. They will then walk directly to their child's classroom, where the teacher will hand the child and their belongings to the parent. The parent and child will EXIT the stairwell doors that lead to the parking lot
2. Children in the Turtle (1-year-old program) will be picked up from the playground on nice weather days and from the classroom during inclement weather.

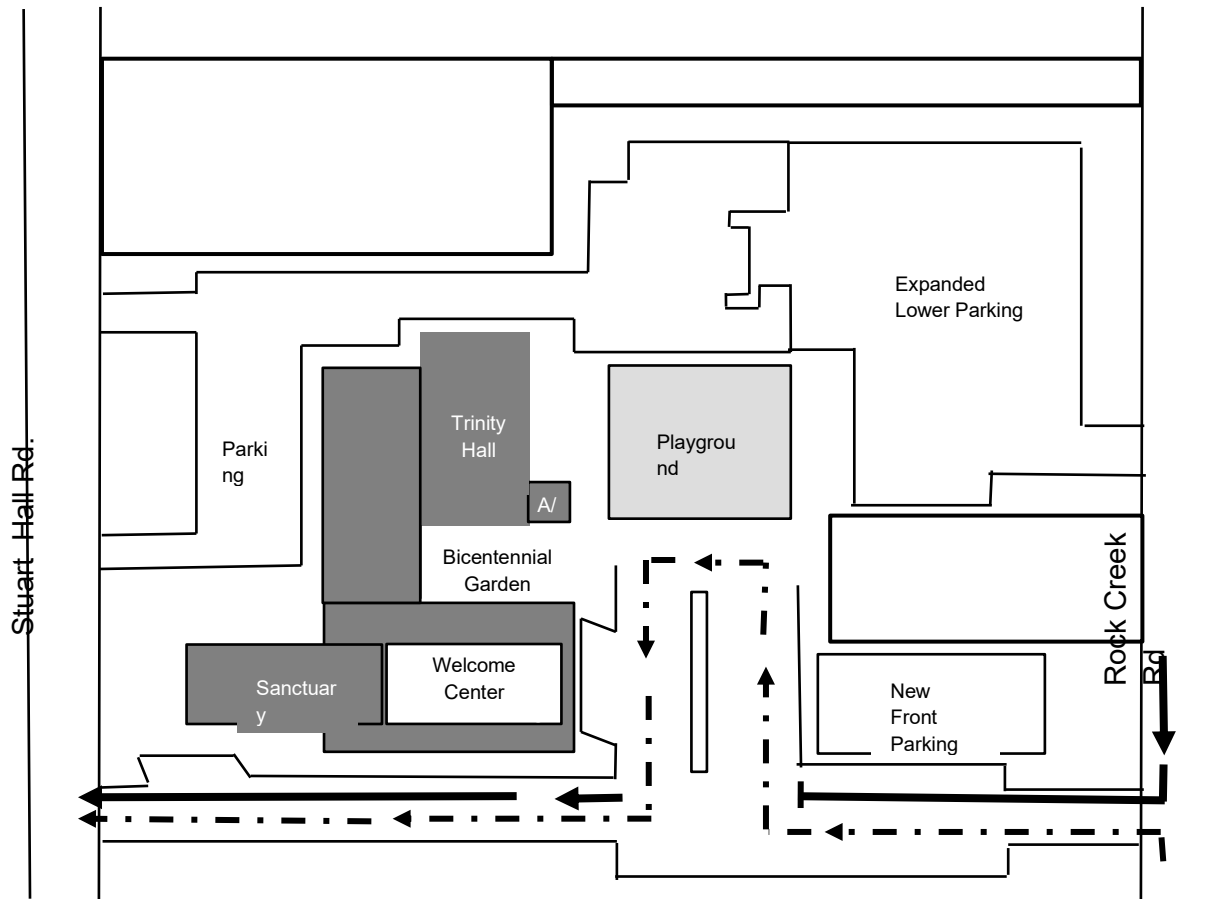
### **If you have children in both PMO/Preschool**

- If a child in the Rabbit (2-year-old program) has an older sibling in the preschool, both Rabbit and the older sibling can be picked up in the carpool line after school. If the parent prefers, the parent may park and walk into the building through the Welcome Center door and pick up the children directly from their classrooms. Parents and children will exit the building through the side EXIT doors.
- If a child in the Turtle (1-year-old program) has an older sibling in the preschool, the parent should park in the lower parking lot (see map) and pick up their younger child from the playground. The parent will then enter the carpool line from Rock Creek to pick up the older sibling in the carpool line. If the parent prefers, the parent may walk into the building through the Welcome Center door and pick up the children directly from their classrooms. The parent and children will exit the building through the side EXIT doors.
- On days of inclement weather, the parent will park and walk into the building through the Welcome Center door and pick up the children directly from their classrooms. The parent and children will exit the building through the side EXIT doors.

**\*REMINDER for the beginning of the year!** For the first two weeks of school, we ease into the school routine by **dismissing at 11:00**. This may inconvenience the parents, but it makes for a smooth transition for the children.



**DISMISSAL ROUTE FOR PRESCHOOL/PMO**



PMO Pickup follow - - - - - path on above map.

Carpool Pickup follow \_\_\_\_\_ path on above map.